

KERALA STARTUP MISSION

KSUM/EOI/CON/EH/TVM/23-24

2023-24

REQUEST FOR PROPOSAL (RFP)

For

**CONSULTANCY SERVICE CONTRACT FOR ARCHITECTURAL CUM ENGINEERING AND
PROJECT MANAGEMENT SERVICES FOR THE CONSTRUCTION OF EMERGING TECH
HUB AT TECHNOCITY, TRIVANDRUM**

Introduction

Kerala Startup Mission (KSUM) is the nodal agency to the government of Kerala for promoting entrepreneurship in the state. It is also the implementing body for the Kerala Technology Startup Policy that supports the state's startup ecosystem through the various schemes and support programs. KSUM was founded in 2006, with the goal to promote technology-based entrepreneurship activities and to create the infrastructure and ecosystem required to support high-end technology-based startup businesses.

KSUM acts as a springboard for budding entrepreneurs who wish to launch themselves into the world of technology-based careers and has helped develop several innovative products and solutions. Over the past decade KSUM has been able to build a vibrant startup ecosystem allowing technology entrepreneurs to pursue their goals and dreams by providing them complete support in the startup life cycle. Today KSUM along with sector-specific partner organisations, boast of 2900 + registered startups, 10 Lakh + sq. feet of incubation space, 40+ incubators and 300+ innovation centres across the state of Kerala.

Purpose

Request for Proposal for empanelment of Architectural cum Engineering & Project Management consultants for providing consultancy services including architectural, structural, MEP & allied service design, Drawings, Estimation, DPR preparation, tendering and execution for the upcoming project Construction of Emerging Tech Hub in 3 acres of land at Technocity, Trivandrum.

Kerala Startup Mission invites technical and financial proposals from the Consultants for Architectural cum Engineering & Project Management consultancy services for construction of Emerging Tech Hub at Trivandrum.

This RFP document is being prepared to provide details about the scope of work, expectations from the agency, and bidding procedure and can be downloaded from <https://etenders.kerala.gov.in/nicgep/app>. Response to this tender shall be deemed to have been done after careful study and examination of this document with a full understanding of its implications. This section provides general information about the issuer, important dates and addresses and the general eligibility criteria for the parties.

Chief Executive officer

03/06/2023

Kerala Startup Mission

Thiruvananthapuram

IMPORTANT DATES

Events	Date and Time
Date of Issue of Tender	3rd June'23 ; 10 AM
Bid submission end date	17th June'23; 6 PM
Technical Bid Opening date	21st June'23 ; 10 AM

BACKGROUND/INTRODUCTION

Kerala Startup Mission has initiated a Request for Proposal (RFP) process to identify a qualified consultant for Architectural cum Engineering & Project Management consultants for providing consultancy services including architectural, structural, MEP & allied service design, Drawings, Estimation, tender document & DPR preparation for an upcoming project of establishing a 5 lakh sq ft building in the 3 acre land at Technocity - Trivandrum. The facility will comprise 10+ COE's in emerging technologies, startups space to house 3000+ employees, knowledge labs, Residential & recreational spaces etc.

OBJECTIVE

KSUM invites Request for Proposal (RFP) for empanelment of Architectural cum Engineering & Project Management consultants for providing consultancy services including architectural, structural, MEP & allied service design, Drawings, Estimation, tender document & DPR preparation for the upcoming project Emerging Tech Hub in 3 acres of land at Technocity, Trivandrum. This includes detailed site investigation, preparation of detailed documents (design, drawings, detailed estimate, tender document, DPR), tender evaluation, preparation of contract agreements, site supervision, quality checking, measurements and hosting regular review meetings.

PROJECT DETAILS

Basic facilities

The proposed facility houses soft and hard infrastructure and this will be the world class facility for Startups to start and grow their enterprise.

The facilities proposed below & more need to be considered while proposing the design

1. Building with 5 lakh sqft builtup area.
2. Plug and Play Co working Space
3. Office modules
4. R&D facility
5. Tool room on emerging technologies
6. Conference,meeting rooms, discussion modules, meetup space and breakout lounge
7. Residential Blocks
8. Future Technologies Lab
9. Shell Space and pods
10. Experience center
11. CoE & Innovation Zone
12. Open Meet up Spaces ,Cafeteria and Landscaping - shall form part of the overall area outside the building, which will bring in more collaboration opportunities for the startups.
13. Event halls & open amphitheater
14. Training Centers & Finishing School
15. Yoga center, refreshment, play area and clubhouse
16. Commercial Space
17. IT infrastructure
18. Waste disposal system and other utilities for entire facility
19. Parking - basement and open

SCOPE OF WORK

1. Site Investigation & necessary Surveying
2. Architectural & Structural Designing
3. Preparation of detailed estimate, drawings,tender documents,contract agreements
4. Support the clients for the tendering & evaluation process
5. Site supervision & overall management of site while the execution of the project
6. Quality checking of the work & reporting to clients
7. Planning, scheduling, Measurement checking,preparation of bills & maintaining proper measurement book for the work
8. Obtain all the necessary statutory approvals before, in process & after the execution of the project.
9. Hosting of review meetings & overall coordination of Clients, Technical committee & the contractors/vendors involved in the project.

10. Preparation of as built drawings, reports & other necessary documents for the project
11. Technical support during the defect liability period
- 12.

SCOPE OF SERVICES

The scope of services of the Consultant shall include, but not limited to, the following:

1. Immediately on award of work, the Consultant shall nominate a well-qualified and experienced officer(10+ years of experience in project management of similar nature in state/central government) as the Project Director for the entire project, who will be responsible for all projects related activities. The Consultant shall also submit a list of key personnel in their home office associated with various functions of the project.
2. Arranging contour survey / soil investigation etc necessary for the design
3. Preparation of the Master plan in consultation with KSUM.
4. The Consultant shall be prepared to present two or three basic concepts with preliminary designs considering the requirements of KSUM for the project and KSUM will be choosing one for further detailing. The consultant may make necessary changes/ improvements in the conceptual layout, project master plan from time to time in consultation with KSUM.
5. Preparation and submission of a detailed project report on selected projects.
6. Preparation and submission of feasibility reports.
7. The Consultant has to prepare sectional and elevation drawings , 3D views/ model/computer walk through of the entire project etc. as & when required by the client.
8. Present different options to KSUM with details and freeze only the approved design for further procedures.
9. The consultant shall prepare preliminary conceptual schemes for various facilities consisting of lay-out plans, schematic diagrams, technical specifications, preliminary cost estimates etc., giving due consideration to all statutory rules and regulations and get KSUM approval for the same.

All building plans shall also show the following details of services:

- All existing underground, surface and overhead services wherever data is available.
- Proposed water supply systems including distribution pipes, stopcocks, bib cocks, meters and fire hydrants.
- Internal and external electrical installations, switches, plugs, lighting system etc.
- Air-conditioning with position of chillers, Air Handling Units/ VRF units, ducts and all other details, position and details of plant room, route of chilled water pipes, cooling towers etc.

- Proposal for furniture, furnishings and all other items/services required to the employer's satisfaction if special order is given to take up these items also.
 - Proposal for collection and disposal of e-waste, bio-waste and other hazardous wastes.
10. The Consultant has to do structural study and has to prepare detailed drawings.
 11. The Consultant shall prepare and submit a project schedule, a total project budget for the works under their scope and Quarter wise fund flow for the completion of the project.
 12. On approval of the preliminary design by KSUM, the Consultant shall prepare a detailed project report with the detailed cost of the project for review and other administrative approvals.
 13. Three copies of the approved preliminary design, drawings (also referred to as revised or design development) including plans, elevations, perspective drawings (PDF & AutoCAD format) etc. shall be furnished to KSUM along with brief specifications and preliminary estimate supported with details of rates and quantities to the satisfaction of the Employer
 14. Identify all statutory approvals to be obtained from various authorities and advise KSUM on the procedure for obtaining such approvals, prepare necessary drawings / documents based on the designs approved by KSUM, fill up and submit the applications, follow up till the approval is obtained. Necessary modifications as may be required by the statutory authority in the documents submitted shall also be made by the consultant in suggestion with KSUM and without any extra charge. Fees to be remitted to statutory authorities will be paid by KSUM.
 15. Prepare Architectural/ structural working drawings and details sufficient for the proper execution of the work and sufficient copies of working drawings, schedules technical specifications, and other documents to enable them properly fulfill their obligations under conditions of contract. The drawings shall be stamped 'For Approval', 'Good for Construction', 'As built' etc. as the case may be and signed by the Consultant.
 16. Preparation of technical specifications, detailed bill of quantities, detailed estimates and drawings including structural design for review and approval.
 17. Prepare detailed cost estimate of all works on the basis of the latest CPWD/ KPWD schedule of rates / prevailing market rates as the case may be, quantities and specifications, following KSUM's approved procedures, and on approval supply enough copies of documents to KSUM.
 18. The estimate and rate analysis needs to be prepared in PRICE software in consultation with KSUM, if required.
 19. Rate analysis of all items based on latest CPWD/MORTH specifications and for items not covered by CPWD, on the basis of market rate with supporting documents.
 20. Prepare pre-qualification criteria for various works in consultation with KSUM who shall have the option to pre-qualify the Contractor in advance by inviting separate tender in which case the Consultant shall evaluate the tenders and

prepare a list of Contractors who satisfy the norms and submit the same for KSUM approval. Alternatively, KSUM may decide to pre-qualify the Contractor along with the tender for work.

21. The Consultant shall, prepare a Draft Tender Document in two-cover/ Single cover bid system for approval of KSUM and revise the same if necessary .The Tender document shall contain Notice inviting Tender, pre-qualification criteria, drawings, general conditions of contract, special conditions of contract, schedule of items and quantities, technical specifications etc.KSUM will invite tenders. The Consultant will prepare a sufficient number of Tender documents and drawings. Sale of tender forms will be the responsibility of KSUM. If required by the client the Consultant shall advise KSUM on pre-qualification within two days of opening of tender (in case the pre-qualification is done along with main tender). The Consultant shall conduct techno-commercial evaluation of the bids. If necessary, the Consultant shall correspond with the bidders/discuss with them to seek clarifications/confirmations on all techno-commercial points and shall endeavor to bring all offers to the same technically and commercially acceptable level.KSUM will participate in all the discussions.If required by KSUM within two days from the date of opening of price bids, the Consultant shall submit the final recommendation. The final choice will rest with KSUM. The Consultant shall prepare a draft work order to be issued to the Consultant selected by KSUM and also assist KSUM in the execution of the contract (agreement) between KSUM and the Contractor,
22. Issue of Good For Construction (GFC) of drawings for KSUM approvals and then issued to the contractor for execution.
23. The consultant shall prepare for the use of KSUM , sufficient number of copies of drawings/documents /other details. The contractor shall also provide further details and drawings as are necessary for the proper execution of the works. The consultant shall make further revisions to the drawings as may be necessary to meet site conditions or other data received.
24. Preparation of time line and programme for project implementation.
25. The consultant shall prepare all necessary load calculations and design the building considering all facilities planned in the future development. He shall prepare all documents and drawings for presentation for approval of Kerala Fire and rescue department, Town planning department etc. and any other statutory authority.
26. Liaising with all statutory agencies for getting required Statutory approvals for the successful completion of the project.
27. Providing all assistance for statutory approvals.
28. Engage qualified personnels and required manpower in each department for smooth execution of work in site.
29. Site management and supervision of work at site and quality control by engaging qualified and experienced site personnel.
30. Taking measurements of works completed and certification of bills for payment.

31. Update the progress of work at least once in a month or as and when required by KSUM.
32. Arrange samples of the products from the contractor and obtain approval from KSUM before delivering to the site.
33. Take necessary safety measures throughout the project and appoint qualified personnel to ensure the same.
34. On completion of the work the consultant shall prepare and submit required hard copies in required scale and a soft copy of detailed as built drawings of electrical, plumbing, fire systems, network, interior etc. and submit a completion report along with all the certificates and warranty details.
35. All documents shall be signed by the Project Director / any other official authorized by KSUM.
36. Providing technical support during the defect liability period of various contracts(depends on the contract condition).
37. Any other works assigned from time to time.
38. Verify Manufacturer's test certificate,necessary lab test results etc of all materials before executing the work and submit the approved documents to KSUM for approval.

CONDITIONS OF CONTRACT

1. After the KSUM has communicated the approval of the preliminary designs and preliminary estimate to the consultant, the consultant shall prepare detailed working drawings Architectural and Structural details and schedule of items and quantities and technical specifications. The consultant shall also furnish detailed estimates on the basis of the latest specifications (wherever applicable) and schedule of rates adopted by the state PWD/Central PWD in the region. All analysis of rates in the case of non-- schedule items and all details of quantities shall be furnished with the detailed estimate. The detailed estimate shall, embody provisions in respect of all services under the scope of work, as per required standards and codes.

The specifications shall be approved in writing by KSUM beforehand. All engineering designs shall take into account all possible energy conservation measures, energy efficient systems, economical, green building concepts, usage of non-conventional energy sources, Energy Conservation Building Codes etc.

2. The consultant shall indicate on his drawings and report, the manner in which it is proposed to deal with all services, e.g. Electrical, Water Supply, Sanitary, Drainage, Sewage, Air-conditioning, Fire detection, Fire - fighting, Lightning Arrestor System, data communication systems and other services for complete initial statutory clearances.
3. The consultant shall not make any deviation, alteration, addition to, or omission from the approved drawings without the knowledge and prior written consent of KSUM. KSUM will retain the right to omit or postpone any work or part thereof at his discretion.

4. The KSUM may, at his discretion, decide to execute various works under different works contract packages or club some of these in to one package and the consultant shall render their services accordingly. The consultant shall be prepared to take up the work in all ranges of contract value as the case may be.
5. The consultant will ensure that the work is executed within the agreed time frame, as per approved plans, specifications and as per terms and conditions of the agreement executed with the contractor by rendering total and complete supervision of the work and his duties and responsibilities on account of this shall be as specified under Scope of Services. The consultant shall meet all expenses towards the salary, traveling and other expenses of his staff.
6. The consultant shall supply to the owner free of cost two copies of appropriate scale drawings, two complete sets of structural drawings and two sets of drawings with soft copies (PDF & Auto CAD files), sufficient to show lines of drainage, electrical installation and other essential services. The consultant shall also furnish the design calculations & bound copies (soft & hard) of detailed project report with the budgeted cost estimate . In addition the consultant shall supply sufficient copies of drawings/details etc. to be submitted to statutory agencies at no extra cost. The consultant shall, if so required by the ksum, supply extra copies of all such drawings and documents at no extra cost. Further details of service to be rendered are given under scope of services.
7. The consultant shall submit to KSUM all the necessary sketch plans, as and when required and as per the agreed time schedule. If the consultant fails to adhere to the time schedule or the extended time which may be granted by KSUM at his sole discretion, KSUM shall be entitled to terminate this agreement and entrust the work to some other agencies and in that case, the consultant shall be entitled to claim fees or compensation only up to the stage of work carried out by him.
8. Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by him and shall exercise inspection in regard to the said works, as may be necessary to ensure that the work is being executed in accordance with the working drawings and specifications aforesaid and approved by the owner. The consultant shall also conduct full-time supervision of the work to ensure complete quality control, structural safety, proper finish and accuracy of measurement and bills.
9. The consultant shall prepare working drawings and details sufficient for the proper execution and supervision of the works on the following also:
 - a. Water supply and wastewater systems.
 - b. Detailed plan and section.
 - c. Detailed requirements of auxiliary services such as fire prevention installations.
 - d. Detailed scheme drawings for electrical,IT networking,BMS installation works
 - e. Detailed piping and ducting layout drawings for ventilation and air conditioning works.
 - f. Detailed section, plan and elevation drawings for lift installations.
 - g. Detailed structural drawings.
 - h. Interior fit out plans.

SUSPENSION & TERMINATION

- i. The Agreement herein may be terminated at any time on 3 months' notice on either side. In the event of the termination of the Agreement by KSUM, the consultant shall not be entitled to any compensation or damage by reason of such termination, but only to the fees for the services actually rendered up to the time of such termination as decided by the KSUM or his representative.
 - j. This Agreement shall be deemed to have been automatically terminated on the expiry of the Agreement period unless KSUM has exercised its option to extend this Agreement in accordance with the provisions, if any, of this Agreement.
 - k. KSUM shall have right to suspend partly or as a whole of the contract at any time the performance of SERVICES by notice of at least 30 days to CONSULTANT, in such event, the consultant shall not be entitled to any compensation. KSUM shall pay to CONSULTANT costs incurred by for the services actually rendered.
 - l. If KSUM considers that the performance of the CONSULTANT is unsatisfactory or, not up to the expected standard, KSUM shall notify the CONSULTANT in writing and specify in detail the cause of such dissatisfaction. KSUM shall have the option to terminate this CONTRACT by giving 30 days' notice in writing to the CONSULTANT, if, CONSULTANT fails to comply with the requisitions contained in the said written notice issued by the OWNER.
 - m. In the event of the failure of the consultant to completely do his service within a reasonable time and in a satisfactory manner or in the event of the consultant committing a breach of any one or more of the terms and conditions of the Agreement, KSUM shall be entitled to rescind the Agreement without prejudice to his rights to claim damages or other rights or remedies under the law.
 - n. If the consultant shall close his business or die or become incapacitated from acting as such a consultant as aforesaid, or if this Agreement is terminated KSUM may make use of all or any drawings, estimates or other documents prepared by the consultant, after payment for the same, as provided herein.
10. The consultant shall make their own arrangement for office accommodation for the staff deployed at sites/ locations. ***Accommodation for labors will not be permitted in the site premises***

TRANSFER OF INTERESTS

The Consultant shall not sublet or transfer their interest in this Agreement or appoint other sub-consultants for works connected with this contract, without the written consent of KSUM. If the Consultant decides to engage the services of other agencies as sub-

consultants for specialized services like electrical, air conditioning etc. or for inspection services, Green Building/ LEED Certification etc. prior approval of the owner shall be obtained for the same and the consultant shall meet all expenses for the same; but the consultant shall be primarily responsible for the services rendered by the sub consultants.

PERIOD OF CONTRACT

The period of contract shall be 3(three) years from the date of issue of work order. If both parties agree, the contract will be extended further on the same and mutually agreed terms and conditions. The period of completion for work under the scope shall be mutually agreed upon as per a time schedule to be prepared within ten days from the date of the Agreement. If the period of completion for any work gets extended beyond the agreed period due to delay directly and solely attributable to the Consultant, liquidated damages at the rate of 0.5% of consultancy fee per week of delay will be levied subject to a maximum of 5%. If such delay exceeds 10 weeks, the owner reserves the right to offload the work from the Consultant and get it done through other agencies.

GUARANTEES BY THE CONSULTANTS

1. The Consultants guarantees that all works under their scope will be done in a most diligent manner as per terms of contract, standard practice and relevant codes and the interests of KSUM. The Consultants further guarantees that, any loss /damage suffered by KSUM consequent to any act of omission / commission / negligence on the part of the Consultants shall be fully compensated by the Consultants.
2. CONSULTANT guarantees that the SERVICES as specified/described under the scope of CONSULTANT in the contract and technical documents to be developed shall be in accordance with sound and established engineering practices, using Indian Codes, Regulations and International Standards wherever applicable, for the purpose(s) specified, free from defects and suitable for respective uses intended.

SETTLEMENT OF DISPUTES

All efforts shall be made to settle disputes if any arising out of and during the course of this contract by mutual discussion. If the dispute is not resolved, in the event of the necessity for any of the parties to file a suit, the suit shall be filed only in Trivandrum courts.

FORCE MAJEURE

Neither the Consultant nor the Owner will be held responsible for any failure or delay in performance under this Agreement if the failure / delay is caused by any natural calamity, strike, curfew, riot, war or any act of god which prevents normal activities. If the force majeure condition affects completion schedule, the time of completion shall be revised to the extent of affected period.

PAYMENT TERMS

1. The fee payable for the services of the Consultant under this contract shall be quoted as a percentage of the estimated value/contract value/executed value of work, whichever is the lowest. The fee payable to the Consultant shall be released progressively on achievement of the following milestones and against invoices:
 - i. Preparation of conceptual design, DPR with cost estimates-5%
 - ii. Preparation of documents / drawings and submission of the same for statutory approvals with reworks if found necessary, On getting statutory approvals- 10%
 - iii. Preparation of complete tender documents, BOQ, Good for construct, scrutiny of tender , tender recommendations, draft work order, Agreement & project schedule - 10 %
 - iv. Detailed engineering and release of construction drawings -15%
 - v. Site management – 50% payment against bill raised by the contractor
 - vi. Issue of “As built “drawings - 5%
 - vii. On expiry of Consultants’ defects liability period - 5 %

Note:

1. For payment purposes of items ii & iii, the progress of work shall be measured based on an objective measurement system devised jointly by the owner and consultant.
2. The Contract is for total consultancy services. However, the owner shall have the option to exclude site management from the scope of work or entrust the Consultant with site management alone for a few works in which case, the fee payable shall be adjusted in accordance with the above break-up.
3. For payment purpose of item iv the consultant shall submit a complete list of drawings for work packages. The payment will be made based on this list and the progress of work at site.
4. For payment of Item No. v, Consultant should submit monthly attendance statements of the officials deployed on site.
5. The fee is deemed to include the salary / perks to the Consultant’s staff, their travel expense, accommodation, incidental expense, stationery etc.
6. The following items are excluded from the cost of work for computation of fee:
 - viii. Land
 - ix. Any item of work executed without the approval of KSUM
 - x. Any item of work executed by KSUM, not through the Consultant.
 - xi. Payment of statutory fee given to authorized departments for approvals, sanctions etc.
 - xii. All temporary structures by Consultants.

INSURANCE BY CONSULTANT

During the performance of SERVICES hereunder, CONSULTANT shall take out, carry and maintain insurance as applicable from those listed below:

- a. Consultant shall be responsible for ensuring that professional indemnity insurance exists that would adequately cover Consultant exposure to

risks and events of claims, suits, costs, charges, demands, penalties and liabilities arising out of any Consultant's performance of the Services. The limit of liability for any one occurrence and in aggregate shall be decided by KSUM and intimated to the CONSULTANT.

- b. Workman's compensation insurance, covering all employees of CONSULTANT for statutory benefits as set out and required by local law in the area of operation or area in which CONSULTANT may become legally obliged to pay benefits for bodily injury or death.
- c. Insurance against fire, theft, damages and loss of all property owned by CONSULTANT at the construction site.
- d. Group Personal Accident Insurance covering CONSULTANT's employees not otherwise already covered under sections above, operating from the site as per CONSULTANT's established practices.
- e. Insurance covering cash in transit/cash in safe/fidelity for all cash transactions performed by CONSULTANT.
- f. Automobile liability insurance covering all vehicles owned by Consultant at the project site in accordance with the Motor Vehicles Act.
- g. OTHER INSURANCE : In case KSUM requests CONSULTANT to obtain any specific insurance on behalf of KSUM; CONSULTANT shall arrange the same on terms acceptable to KSUM.

INSTRUCTIONS TO BIDDERS

1. The proposal is to be submitted through E Tenders portal as 2 bid system .

Technical bid includes following details:

- a. Your covering letter.
- b. References as per Annexure I
- c. Methodology and work plan for performing the assignment.
- d. Team composition and task assignment as per Annexure II
- e. Proposed key professional staffs as per Annexure III
- f. Software tools proposed to be used for the project.
- g. Signed and sealed copy of RFP including scope of work and conditions of contract.
- h. Company profile
- i. Proof of all mandatory experience and eligibility criteria as prescribed in RFP document for technical evaluation process
- j. Technical presentation for technical evaluation.

Financial bid:

- a. Enter the percentage of total value of work actually executed in the BOQ.

Bid submission process through the E-tender procurement portal is explained in the link shown below:

<https://etenders.kerala.gov.in/nicgep/app?page=BiddersManualKit&service=page>

In case of doubts or clarifications please contact Kerala IT Procurement Portal, Tel : 0471 2577088, 2577188.

2. Hard copy of the proposal is to be submitted in two separate sealed covers, as cover-1 containing Technical bid and cover-2 containing the financial proposal (Price Bid). Both the covers shall be enclosed in a third sealed cover (cover-3), and submitted as your proposal. Cover-1, shall be super scribed "Technical proposal", cover-2 'financial proposal (Price Bid)' and cover-3 'Proposal for Architectural cum Engineering & Project Management consultancy service for the construction of Emerging Hub' and 'Do Not Open before due date' and deposited to the Office of the CEO, Kerala Startup Mission,G3B, Tejaswini Building, Technopark The last date for submission of proposal is **on or before 17th June 2023, 18:00Hrs.**
3. Bidders are requested to send their queries if any in advance to the e-mail id : anjali@startupmission.in or geomathew@startupmission.in
4. Technical proposal shall contain following documents:
 - a. Your covering letter.
 - b. References as per Annexure I
 - c. Methodology and work plan for performing the assignment.
 - d. Team composition and task assignment as per Annexure II
 - e. Proposed key professional staffs as per Annexure III
 - f. Software tools proposed to be used for the project.
 - g. Signed and sealed copy of RFP including scope of work and conditions of contract.
 - h. Company profile
 - i. Proof of all mandatory experience and eligibility criteria as prescribed in RFP document for technical evaluation process
 - j. Technical presentation for technical evaluation.
5. Note: All pages of all documents shall be signed by your authorized signatory
6. Cover 2 shall contain only the financial proposal (price bid).
7. The validity of the proposal shall be six months from the last date of submission of Proposal.
8. Bid Evaluation Process
 - a. 70 % weightage will be awarded for Technical Evaluation and 30 % weightage will be awarded for Financial Evaluation Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the Scoring Model provided in Annexure IV & V. The commercial scores would be normalized on a

scale of 100, with the lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section QCBS.

- b. The Technical proposals will be opened and evaluated by KSUM after the last date for submission of proposals.

Based on the details furnished in the Technical proposal, a panel of consultants will be prepared and the shortlisted candidates will be called for a presentation. Based on that KSUM will prepare a Technical score. **Only those bidders whose total score is greater than or equal to 70 (Pass Score) will be considered for financial evaluation.** The criteria for awarding the score is as per Annexure V & VI

- c. You are requested to include the following documents in your technical proposal.

Proof of your organization having the specified minimum criteria mentioned below. This shall be in the form of certificate (in original or notarized copy) issued by the client regarding experience and chartered accountant in the case of turnover. (Please attach relevant documents only).

- d. Following shall be the minimum criteria for shortlisting
 - i. **Experience in providing Architectural cum Engineering and project management consultancy services for the construction of multistoried buildings during the last 5 years in India.**
 - ii. **Head of the organization/Chief Architect should have registration in the Council of Architects in India.**
 - iii. **Experience during the last Five years in providing Architectural cum Project Management consultancy services for the designing, obtaining necessary statutory compliances & construction management of a single multistoried building of minimum built up area of 5 lakh sq.ft and above, which includes civil, interior work including roads and connected infrastructure, MEP and other allied services within India.**
 - iv. **Experience in setting up incubators/startup space/coworking space/ accelerators and R&D lab facilities**
 - v. **Financial Position: Annual Minimum average Turnover of Rs. 1Cr. by way of professional fee for the past three years.**
 - vi. **Application from joint venture will not be accepted.**
- e. Financial Proposal (Price Bid) of the technically shortlisted bidders will alone be opened. Final selection will be based on the QCBS evaluation.
- f. **Final Evaluation Criteria - Quality and Cost based selection (QCBS)**

The individual Bidder's commercial scores (CS) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 2 decimal places) Where,

F_n = Normalized commercial score for the Bidder under consideration

F_b = Absolute financial quote for the Bidder under consideration

F_{min} = Minimum absolute financial quote

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

The Bidder with the highest Composite Score(S) would be awarded the contract.

- g. KSUM reserves the right to reject any or all the bids without assigning any reason at any stage of the bid process. KSUM shall not be liable for any expense incurred by the bidders for participation in the bid process.
9. The validity of the proposal shall be six months from the last date for submission of Proposal.

ANNEXURE I

Services carried out in the last five years as per the minimum eligibility criteria.

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:	Country:
Location within Country	Key professional staffs provided by your firm/entity (profile):
Name of Client:	Staff Strength:
Address:	Duration of the assignment:
Start date (Month / year):	End date(Month / year):
Approx. Value of services:	
Name of the associated consultants, if any:	No. of months of key professional staff, provided by associated consultants:
Name of senior staff (Project Director / Co-Ordinator, Team Leader) involved and functions performed:	
Narrative description of project and your role:	

ANNEXURE II

TEAM COMPOSITION AND TASK ASSIGNMENT

Technical/ Managerial Staff

<u>Sl.No.</u>	<u>Name</u>	<u>Position</u>	<u>Task</u>
1			
2			
3			
4			
5			

ANNEXURE III

PROPOSED KEY PROFESSIONAL STAFF

Proposed Position:

Name of officer and designation:

Discipline:

Qualification:

Total Experience:

Years with firm / entity:

Membership in professional societies:

Task assigned in this project:

(It is to be understood that the owner shall have the right to insist on engaging the above staff for the tasks mentioned and also for engaging additional staffs depending on the nature of job)

ANNEXURE IV

Criteria and Point Distribution for Evaluation of Technical Proposals			
Sl. No.	Criteria	Max. Score	Remarks
1	Experience during the last Five years in providing Architectural cum Engineering services for the construction of a single multistoried building of minimum built up area of 5 lakh sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services within India.	10	Original/notarized copy of the Completion Certificates from the clients to be submitted.
2	Experience during the last Five years in providing Architectural cum Engineering and Project Management consultancy services for the construction of a single multistoried building of minimum built up area of 5 lakh sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services within India.	20	Original/notarized copy of the Completion Certificates from the clients to be submitted.
3	Experience in working as architectural cum engineering and project management consultancy service for a state government undertakings/ PSU's/Industry parks/IT Park during	5	Completion certificates from the clients to be submitted

	the last five years.		
4	Experience in setting up incubators/startup space/coworking space/ accelerators/IT office module.	15	Completion certificates from the clients to be submitted
5	Presentation by the Consultant	50	-Presentation by consultants on any one of their iconic projects. - Presentation by consultant on a platform given by KSUM. -Presentation by consultant on the mode of execution of proposed project
	Total	100	

ANNEXURE V

Criteria No. 1 (Max. Score:10)

- There should be at least one project where the bidder has acted as Architectural cum Engineering services consultant for the construction of single multistoried building for startup space/ incubator/ coworking space of minimum 3 lakh sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services. This is a pre-requisite- 5 marks.
- 7.5 marks will be awarded where the bidder acted as architectural cum engineering service consultant for the construction of a single multistoried building for startup space/incubator/coworking space of 3- 5 lakh sq. ft. built-up space which includes civil including roads and connected infrastructure, MEP and other allied services.
- 10 marks will be awarded where the bidder acted as architectural cum engineering service consultant for the construction of single multi storied building for startup space/incubator/coworking space of 5 lakh sq. ft. built-up space and above, which includes civil including roads and connected infrastructure, MEP and other allied services.

Criteria No. 2 (Max. Score: 20)

- There should be at least one project where the bidder has acted as Architectural cum Engineering and project management services consultant for the construction of single multistoried building for startup space/ incubator/ coworking space of minimum 3 lakh sq.ft and above, which includes civil including roads and connected infrastructure, MEP and other allied services. This is a pre-requisite- 5 marks.
- 10 marks will be awarded where the bidder acted as Architectural cum Engineering and project management service consultant for the construction of a single multistoried building for startup space/incubator/coworking space of 3- 5 lakh sq. ft. built-up space which includes civil including roads and connected infrastructure, MEP and other allied services.
- 20 marks will be awarded where the bidder acted as Architectural cum Engineering and project management service consultant for the construction of single multi storied building for startup space/incubator/coworking space of 5 lakh sq. ft. built-up space and above, which includes civil including roads and connected infrastructure, MEP and other allied services.

Criteria No. 3 (Max. Score: 5)

- 5 marks will be awarded where the bidder act as Architectural cum Engineering and project management consultancy service for a state government undertakings/Institutions/ Departments of Kerala.

Criteria No. 4 (Max. Score: 15)

- 10 marks will be awarded where the bidder has experience in setting up startup incubations/ scaleup office space/coworking space.
- 15 marks will be awarded where the bidder has experience in setting up hardware lab facilities in addition to startup incubations/ scaleup office space/coworking space.

Criteria No. 5 (Max. Score: 50)

The bidders have to make a presentation on the following:

- One of their most prestigious projects.
- Designing a construction element given by KSUM and a subsequent technical presentation on the proposed project.
- Approximate time schedule required for the project.